



SBA payroll

USER GUIDE



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USER GUIDE

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1.1

P A Y R O L L
U S E R G U I D E

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FOREWORD

The Durango Small Business Application (SBA) family of application packages provides comprehensive functions designed to satisfy the needs of typical small businesses. These packages are provided on a turnkey basis and require only that your specific data be installed. Especially easy to use, the various business functions are selected from a menu displayed on the video screen. Once a function is selected the screen then prompts the operator through the data entry, posting and report selection phases.

This manual is designed to provide you with a detailed guide in the installation and day-to-day operation of this SBA package. The only additional documentation you will need is the F-85 Operator's Manual.

A general overview is provided in the Introduction to help familiarize you with this package's capabilities and features. The General Data Entry Rules provide a brief tutorial on the more general aspects of operating the system while the Operator Instructions detail the specific installation and operation procedures. A glossary of terms used throughout this guide is furnished at the back of the Operator Instructions.

Samples of the printed forms required by this package are provided in the Appendix.

PAYROLL

Introduction

Page 1 of 3

The Payroll programs perform three basic functions:

- o Creation and Maintenance of Employee Master File and Auxiliary Files
- o Entry of Pay Data and Updating of the Master File with Pay Data Entered
- o Printing of Payroll Reports and Checks

The Payroll module will accommodate a combination of pay periods of any frequency whether daily, weekly, bi-monthly, monthly, semi-monthly or quarterly.

Features & Functions

Period Processing

- Payroll Time Entry and Editing
- Printing Payroll Edit List
- Computation of Payroll Data
- Payroll Check Printing
- Printing Payroll Register
- Printing Deduction Register
- Printing Payroll Check Register
- Printing Savings Bond Register
- Printing Payroll Distribution Report
- Printing Payroll History Report
- Printing Review Report
- Printing Overtime and Sick Pay Report
- Printing Quarterly Report
- Printing Year End W-2 Forms

On-request Processing

- Entry and Editing of Manual Payroll Transactions
- Printing Manual Payroll Edit List
- Printing Manual Payroll Register
- Add or Change Data in Payroll Control File
- Add, Change, or Delete Data in Deductions/
Earnings Code File
- Add, Change, or Delete Data in Employee Master File
- Listing Employee Master File Data
- Alphabetic Listing of Employee Master File
- Listing of Deductions/Earnings Code File

Upon receiving your Payroll software, first perform Procedure 15: "Initialize P/R System" as outlined in this manual. This procedure is done once, prior to entering your data. It would only need to be done again if you changed the company name or the payroll information unique to your company (tax identification numbers or account numbers).

Procedures

When the user initializes the Durango F-85 system for Payroll processing, the Master Menu will be displayed. The user then selects the number of the procedure desired. When processing Payroll the selection normally follows the sequence as listed below beginning with Payroll Time Entry and Editing through the Payroll Distribution Report. The remainder of the procedures may be run on request .

The following includes a brief description of each procedure and the available options:

1. DEDUCTION AND EARNINGS CODE FILE MAINTENANCE

The addition, modification, and deletion of deduction and earnings codes is provided by this procedure. Screen display of individual codes is also provided, as well as, printed listings of the contents of the code file.

2. EMPLOYEE FILE MAINTENANCE

This program is used to add, change, display, and print information held in the Employee Master File. The Employee Master File contains extensive information about each employee including salary/rates, department, exemption codes, deduction data, month-to-date, quarter-to-date, and year-to-date totals.

3. PAYROLL TIME ENTRY AND EDITING

The entry of information which is used to calculate the payroll is performed by this procedure. The main program prompts the operator for the individual employee number and their associated hours worked and distribution data. This procedure also provides for the maintenance, inquiry, deletion, and edit list printing of the employee pay data.

4. CALCULATE PAYROLL

This procedure is selected after the Payroll Time Entry and Editing has been performed. The program prompts the operator for the period deduction frequency codes, then automatically performs the calculations. Following this, the Payroll Register and Deduction Register are automatically produced.

5. PRINT PAYROLL CHECKS

After the payroll calculations have been completed the payroll checks are printed by selecting this procedure. The program prompts the operator for the starting check number, check date and employee number range. After check alignment has been made the checks are printed automatically. If any errors occur during the printing, the checks may be printed again.

Following the check printing, the system automatically generates the Payroll Check Register and Savings Bond Register, and the appropriate files are updated with the new payroll data.

6. MANUAL PAYROLL TRANSACTION ENTRY AND EDITING

This procedure is used to make entries directly against the Employee file without going through any payroll calculation or check printing. An audit trail in the form of the Manual Payroll Transaction Register is produced, listing all changes.

7. PRINT PAYROLL DISTRIBUTION REPORT

This procedure produces the Payroll Distribution Report for a selected period. The report lists by account number, the pay period data and debit and credit amounts.

8. PRINT PAYROLL HISTORY REPORT

This program, which is run on request, prints a report by employee, listing pay period data for a specified date range and employee number range.

9. PRINT REVIEW REPORT

This procedure generates a listing of employee data such as hire date, last raise date, review date, department, and pay information helpful for management in review planning. The report may be run on request for a specified date range.

10. PRINT OVERTIME AND SICK PAY REPORT

The report generated by this program lists, for all employees, the month-to-date, quarter-to-date, and year-to-date sick hours, sick pay, and overtime hours.

11. PRINT QUARTERLY REPORT

This procedure prints the Quarterly Report of employee earnings required for government reporting.

12. PRINT YEAR END W-2 FORMS

Individual employee W-2 forms are generated by this program. The forms are produced for all existing employees and all terminated employees.

13. CLEAR MONTH-TO-DATE, AND/OR QUARTER-TO-DATE, AND/OR YEAR-TO-DATE.

These procedures clear out data from the files on diskette, setting cumulative totals to zero. The CLEAR MONTH-TO-DATE procedure is done after the final pay period in a month. It does not affect quarterly and yearly totals. The CLEAR QUARTER-TO-DATE procedure takes place after the operator has printed quarterly tax forms. Totals for the YEAR-TO-DATE are cleared after the final pay period in the year and after printing yearly tax forms.

14. BACKUP PAYROLL DATA DISKETTE

Backing up (copying) Data Diskettes is an important safeguard, in case diskettes are lost or damaged. This daily procedure should be done religiously.

15. INITIALIZE P/R SYSTEM

The Initializing procedure sets up the company name and address which prints out on reports and checks. It maintains the company's identification numbers, tax percentages, and account numbers required for all payroll calculations and distributions.

OPERATOR INSTRUCTIONS

PAYROLL

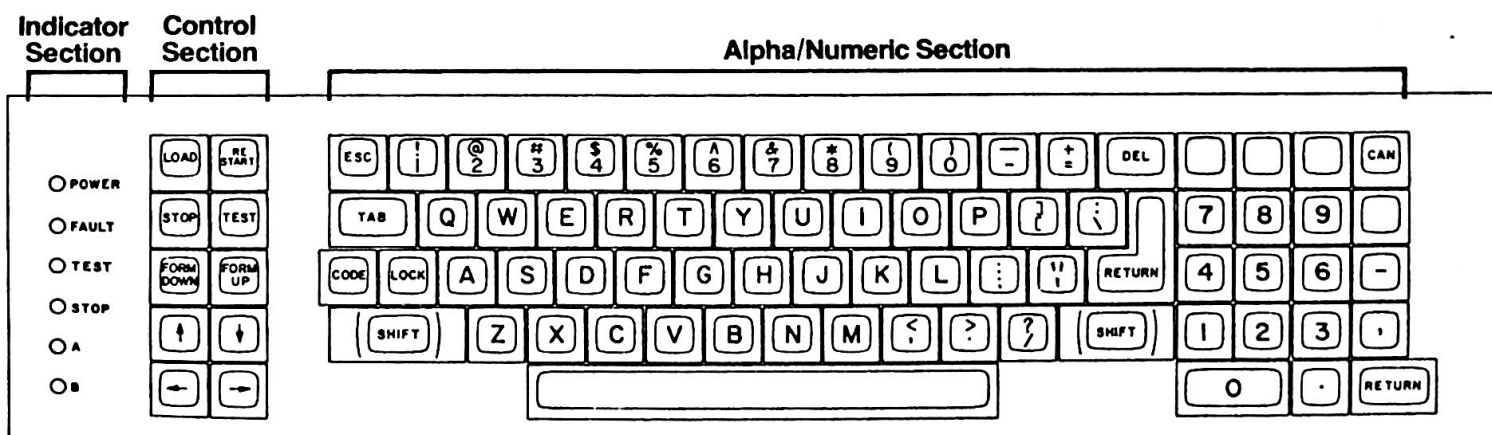
D-BASIC
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General Data
Entry Rules

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COMMAND KEYS

1. **"RETURN" Key** - When the screen is requesting information, and you type an answer, check it as it appears on the screen. If it's okay, press the key labeled "RETURN". The computer will immediately record your answer and ask the next question. "RETURN" is what tells the program to go.
2. **"DELETE" Key** - If you type in a mistake, press "DEL" (for "DELETE"), and the letter you just typed will disappear. Do this as many times as needed. Then type in the correct entry, and press "RETURN".
3. **"CANCEL" Key** - On a long answer, where your typo was at the beginning of a line, you may find it repetitious to use the "DELETE" key. Just press "CAN" (for "CANCEL") and erase that entire line.
4. **Starting All Over Again** - While part way through a set of questions on the screen, you may want to cancel what you've entered and start again. Just depress "CODE" and "CAN" simultaneously; then press "RETURN". A message at the bottom of the screen will say that the record has not been processed. Then you may start over at the beginning.
5. **"END"** - After you've entered and corrected your data, you press "RETURN", and the computer returns to the beginning and asks the same set of questions again. If you type "END", the screen will bring you back to a menu. Keep typing "END", and you will get to the Master Menu.



Keyboard Layout

6. **"CODE 3" Keys** - If you have written something on the screen and you want to copy it, press the keys "CODE" and "3", and the printer will print out exactly what is on the screen. "CODE 3" does not enter the data on your diskette, and does not post the data to any other reports you might print.
7. **Lost and Found** - If "END" and "RETURN" don't get you back to the master menu, type these codes into the keyboard:

"LGO"

If "LGO:" then appears on the screen, type in "PRMENU". If you repeatedly lose the Master Menu and can't complete your report, call your dealer.

SPECIAL FEATURES

8. **Optional Answers** - The manual says some items are "optional". If you have no answers for these items, press "RETURN". When the computer prints out a report, nonanswered items will appear as zero (for numeric answers) or appear as blank space.
9. ***** will sometimes appear on a screen, usually in a "Change" or "Delete" process. You must respond to asterisked items to find the record you want. The asterisk means that you have asked the computer for some records which are already on your diskette. After you answer the asterisked items, it knows which record to display for you.
10. **A Special Feature Called "DEFAULT"** - "DEFAULT" is a handy feature that avoids repetition. When the manual says that an item "DEFAULTS", you can press "RETURN", and the computer remembers what you typed in that blank the last time you were there or the most commonly used answer. Automatically, it puts the default values there again. Perhaps you don't remember what you put in that blank before. Or you may want to type in something different. Just type in the answer you want. You can see how much typing this "DEFAULT" feature saves if you enter several records that are similar.

"DEFAULT" is also useful in creating a report consisting of a list. The computer will ask you where, out of all your records, it should begin and end the list. If you want it to list everything that's on your diskette, then press "RETURN," where the screen says "STARTING #". The screen will answer "ALL". You will then get a list of all the records you have entered. The question "ANY CHANGE?" always defaults to NO. That is, if you press "RETURN", the program does not request any changes.

To know which way you are using the "DEFAULT" function, refer to your manual. It will tell you what you are defaulting to; e.g., to "ALL" or to the previous entry, or to a predetermined commonly used answer.

11. **Entry Errors** - There are several types of errors which can be made while entering data on the keyboard. For instance, you may enter alphabetic characters into a field which is supposed to be only numeric. Or you may enter too many characters into a field or enter a minus sign into a field which must be positive. In all cases, the computer will catch the error immediately and display a message at the bottom of the screen instructing you how to recover easily. If your error is not immediately apparent to you, consult your operator instructions for the specific program you are running.
12. **Program Errors** - Some possible error messages are:

1D (FILE UNAVAILABLE) or 6D (FILE NOT FOUND) - if either of these messages appear, check to be sure you have the diskettes in the right drives.

23 (MAX RECORDS) - means there is no space left on a particular file to store information. You may have forgotten to purge the file, after printing out reports; or you may need to delete unnecessary records.

In general, if a program error message appears, write down

- a) what is on the screen
- b) what you were doing when the error occurred.

Then call your dealer or representative with this information.

13. **"EDIT" vs. "POST"** - You will notice in your manual that some programs print a report for you called "EDIT". Other programs print a report for you called "JOURNAL" or "REGISTER". The difference is very important. When you get an "EDIT" report, you can look it over, notice errors, and go back to the computer to make corrections. The "POST" program assumes all your numbers are correct and will post those numbers to several other files that you will print out later.

KEYBOARD CONVENTIONS

14. **Numbers** - Never type a decimal point, comma, or a dollar sign when entering numeric or dollar data. The computer supplies these automatically. Thus, your entry "1000" shows on the screen as "10.00". In a printed out report, the computer will "know" it is a dollar value. Negative numbers (when allowed) may be entered by typing the negative sign before the number (i.e., "-1000").
15. **Capital and Lower Case** - Your keyboard has both capital and lower-case letters, just as a typewriter does. Unlike the typewriter, it normally prints all letters as capital letters. If you press the "shift" key, the computer will print a lower-case letter.

INSTALLATION INSTRUCTIONS

P / R

D-BASIC
Release: 001
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When the Payroll system is installed for the first time, an initialization procedure is necessary. This procedure establishes the data base from which all payroll programs operate.

The following procedure outlines the initialization sequence.

1. Insert the Payroll System diskette into drive 0, and a formatted Payroll Data diskette into drive 1. Close diskette drive doors gently.
2. Simultaneously depress the LOAD and CODE keys. This loads the DX-85 Operating System into memory.
3. DX-85 "signs on" with:

DX-85 VER XXX-nnK

where "XXX" is the number of the latest version and "nn" is the system's memory size in thousands of bytes. The system then prompts:

ENTER DATE MMDDYY

The operator then types the data in the format shown where MM is the month, DD is the day, and YY is the last two digits of the current year.

4. DX-85 then prompts:

ENTER TIME HHMM (24 hour clock)

The current time is then entered in the format shown (i.e., 0835) followed by a "RETURN". 24 hour clock is used (i.e., 1400 = 2:00 p.m.).

5. DX-85 then automatically displays:

LGO:PRMENU

6. Following the display above, the Master Payroll Menu automatically displays:

PAYROLL

RELEASE VERSION

PLEASE SELECT APPLICATION .

- | | |
|---|---------------------------------------|
| 1. DEDUCTION/EARNINGS CODE FILE MAINTENANCE | 9. PRINT REVIEW REPORT |
| 2. EMPLOYEE FILE MAINTENANCE | 10. PRINT OVERTIME & SICK PAY REPORT |
| 3. PAYROLL TIME ENTRY AND EDITING | 11. PRINT QUARTERLY REPORT |
| 4. CALCULATE PAYROLL | 12. PRINT YEAR END W-2 FORMS |
| 5. PRINT PAYROLL CHECKS | 13. CLEAR MTD, AND/OR QTD, AND/OR YTD |
| 6. MANUAL PAYROLL TRX ENTRY AND EDITING | 14. BACKUP PAYROLL DATA DISKETTE |
| 7. PRINT PAYROLL DISTRIBUTION REPORT | 15. INITIALIZE P/R SYSTEM |
| 8. PRINT PAYROLL HISTORY REPORT | |

Before the system becomes operational, three major steps must first be performed:

- Initializing the Payroll System, (Master Menu item #15)
- Building the Deduction and Earning Codes File, (Master Menu #1) and
- Building the Employee Master File. (Master Menu #2)

This builds the data base on which the system is run. These programs must be entered in the order listed above and run one after another without interruption.

These programs are self prompting and are initiated by responding with their respective Master Menu number in the "PLEASE SELECT APPLICATION" position.

Refer to the respective OPERATOR INSTRUCTIONS in this section.

OPERATOR INSTRUCTIONS

P / R

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Master Menu
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Illustrated below is the Payroll Master Menu from which all activity is selected.

```
PAYROLL          RELEASE VERSION

PLEASE SELECT APPLICATION .

1. DEDUCTION/EARNINGS CODE FILE MAINTENANCE
2. EMPLOYEE FILE MAINTENANCE
3. PAYROLL TIME ENTRY AND EDITING
4. CALCULATE PAYROLL
5. PRINT PAYROLL CHECKS
6. MANUAL PAYROLL TRX ENTRY AND EDITING
7. PRINT PAYROLL DISTRIBUTION REPORT
8. PRINT PAYROLL HISTORY REPORT
9. PRINT REVIEW REPORT
10. PRINT OVERTIME & SICK PAY REPORT
11. PRINT QUARTERLY REPORT
12. PRINT YEAR END W-2 FORMS
13. CLEAR MTD, AND/OR GTD, AND/OR YTD
14. BACKUP PAYROLL DATA DISKETTE
15. INITIALIZE P/R SYSTEM
```

1. Select the application desired.
2. Valid entries are numeric characters 1 through 15.
3. Items 3-5, & 7 are commonly used once per pay period; Item #14 should be used at the end of every day; 1, 2, 6, 9 10 and 13 are usually used monthly or only when required; 11 is used quarterly; 12 is used yearly. "INITIALIZE P/R SYSTEM"; Item #15, is run only once at the time of initial installation and must be run before any other items on the menu become operational.

OPERATOR INSTRUCTIONS

P / R

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Deduction and Earning
Code File Maintenance
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ITEM #1 - DEDUCTION AND EARNING CODE FILE MAINTENANCE

This program provides the facility to add, change or delete pay deductions or earnings from this file.

This file contains pay deductions and earnings, other than wages or taxes that are included in the Payroll Control file. Each deduction or earning is assigned a unique one-digit code and a general ledger account number to which it is posted.

In the Employee Master File, those deductions regularly taken (weekly, monthly, etc.) may be entered directly into the employee's permanent file. The computer takes these deductions automatically. Regular deductions often include insurance, union dues, uniforms, etc.

Other deductions or earnings that occur randomly may be entered when the employees' time is entered. This temporary deduction or earning is for that pay period only. Common temporary deductions or earnings may include bonus, commission, or petty cash advances.

A print program allows a list of these deductions and earnings with a description, type of deduction/earning, and the general ledger number assigned to it.

The deduction/earning codes main menu is illustrated below.

DEDUCTION AND EARNING CODES FILE MAINTENANCE

PLEASE SELECT APPLICATION .

1. ADD NEW CODES
2. CHANGE/INQUIRE CODES
3. DELETE CODES
4. PRINT OUT CODES

To end the process, type "END" in the "PLEASE SELECT APPLICATION" position. The Payroll Master Menu is then returned to and displayed.

OPERATOR INSTRUCTIONS

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Deduction and Earning
Code File Maintenance
Add New Codes

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This program is used to add new deduction/earning codes:

DEDUCTION AND EARNING CODES FILE MAINTENANCE- ADD

1. CODE .
2. DESCRIPTION
3. TYPE
4. G/L ACCT #

1. Deduction/Earning Code - Required. A maximum of one character must be entered.
2. Description - Optional. 1-7 characters can be entered. Description appears on check.
3. Code Type - Required. "D", "E" or "N" must be entered.

D = Deduction will be deducted from employee's earnings.

E = Taxable earnings - will be added to the employee's gross wages.

N = Non-taxable Earnings - will be added to the employee's net wages (after tax).

4. General Ledger Account Number - Required. The operator enters 3 or 4 numeric characters, followed by a "RETURN", and then 1 to 3 more numeric characters (i.e., nnnn-nnn or nnn-nn).

The question "ANY CHANGE?" may be answered "Y" (Yes) or "N" (No). If "Y" the program prompts, "WHAT #". A number from 1 to 4 is valid. You will then be positioned to that item on the screen. After making the change, the screen will continue to ask "ANY CHANGE?" until the answer is "N". Defaults to "N" on "RETURN".

To end the add program, type "END" in the "CODE" position.

OPERATOR INSTRUCTIONS

P / R

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Deduction and Earning
Code File Maintenance
Change/Inquire

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This program allows inquiry from the Deduction/Earning Code File, displays current information on the screen, and provides the ability to make changes.

1. The screen asks for the code. Current information is displayed.
2. The question "ANY CHANGE?" may be answered "Y" (Yes) or "N" (No). If "Y" the program prompts, "WHAT #". A number from 1 to 4 is valid. You will then be positioned to that item on the screen. After making the change, the screen will continue to ask "ANY CHANGE?" until the answer is "N". Defaults to "N" on "RETURN".
3. The procedure is repeated until the operator types "END" in the code position. Screen returns to Deduction/Earning Code Menu.

OPERATOR INSTRUCTIONS

P / R

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Deduction and Earning
Code File Maintenance
Delete

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This program is used to delete codes.

1. After entering the code, the screen displays current information.
2. The screen asks "RIGHT CODE?". A "Y" (Yes) answer deletes that code. The program then inquires for another code. A "N" (No) answer does not delete the code and repositions to ask for another code. Defaults to "N" on "RETURN".
3. Type "END" in the "CODE" position to end procedure. Screen returns to Deduction/Earning Code Menu.

OPERATOR INSTRUCTIONS

P / R

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Deduction and Earning
Code File Maintenance
Print Out

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This program provides a listing of all codes sorted first numerically, then alphabetically.

The screen displays "PRINTING AND PROCESSING OCCURRING, PLEASE WAIT" while the system prints the code, description, type of code, and the general ledger account number assigned to it.

When printing is completed the Deduction/Earning Code Menu is returned to and displayed.

OPERATOR INSTRUCTIONS

P / R

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Employee
File Maintenance
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ITEM #2 - EMPLOYEE FILE MAINTENANCE

This program provides the facility to add new employees and their history, change existing employee information, and delete employees no longer active. These files are continuously updated and contain all records for tax, insurance and internal purposes.

A print program (Item #3) allows printing sorted by employee number of all active and terminated employees, including all information stored in the Employee Master File.

A second print program (Item #4) lists employees in alphabetical order including employee number, address, social security number, employee type, pay frequency, and terminated date (if applicable).

EMPLOYEE FILE MAINTENANCE

PLEASE SELECT APPLICATION .

1. ADD NEW EMPLOYEES
2. CHANGE/INQUIRE EMPLOYEES
3. PRINT OUT EMPLOYEES
4. PRINT ALPHABETICAL LIST

To end the process, type "END" in the "PLEASE SELECT APPLICATION" position. The Master Payroll Menu is then returned to and displayed.

O P E R A T O R I N S T R U C T I O N S

P / R

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Employee Master
File Maintenance
Add

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This program is used to add new employees and their history. The process is divided into three separate screens. The first screen is illustrated below:

EMPLOYEE FILE MAINTENANCE - ADD

1. EMPLOYEE #		23. # EXM FWT
2. NAME		24. # EXM SWT
3. STREET		25. # EXM AST
4. CITY		26. # EXM CWT
5. STATE		
6. ZIP CODE		27. FICA EXM ?
		28. FUI EXM ?
7. SOC SEC #		29. SUI EXM ?
8. BIRTH DATE		
9. MARITAL		30. ADDED FWT
		31. ADDED SWT
10. HIRE DATE	17. SALARY	32. ADDED CWT
11. LAST RAISE	18. REG RATE	
12. REVU DATE	19. OVT RATE	33. VAC HR DU
13. TERM DATE	20. SPEC RATE	34. VAC HR PD
		35. SICK HR DU
14. EMPL TYPE	21. ST TX CD	
15. PAY FREQ	22. CTY TX CD	36. PENSION ?
16. HOME DEPT#		37. DISTRIB ?

1. Employee Number - Required. 4 characters must be entered (i.e., 0001; A100; 100B).

How the employee number is entered determines how sorting is performed later in the program. Sorting priority occurs by first digit, second, third, and fourth respectively, with numerics having priority over alpha characters.

2. Name - Required. 1-28 characters must be entered last name first, separated from the first name and middle initial by a comma. No other commas may appear in the line. When entering Jr., Sr., etc., enter data after the last name and before the comma (e.g., VAN DE GRAFF JR., JOSEPH).
3. Street - Required. 1-28 characters must be entered.
4. City - Required. 1-20 characters must be entered.
5. State - Required. 1-2 characters must be entered.
6. Zip Code - Required. 5 numeric characters must be entered.
7. Social Security Number - Required. 9 numeric characters must be entered (no dashes).
8. Birth Date - Optional. 5-6 numeric characters can be entered using MMDDYY format (no slashes). Defaults to blanks.

9. Marital Status - Required. "S", "M" or "H" must be entered;

S = Single
M = Married
H = Head of House

- 10-13. Hire Date, Last Raise Date, Review Date, Termination Date, respectively -Optional. 5-6 numeric characters must be entered using MMDDYY format (no slashes). Last Raise and Next Review Date should be manually updated after each raise or review. If an entry is made to Termination Date, payments to this terminated employee will be allowed only through a manual override in the Time Entry program. All dates default to blanks.

14. Employee Type - Required. "S" or "H" must be entered to designate how employee will be paid;

S = Salary
H = Hourly

15. Pay Frequency - Required. One character: "D" "W" "B" "S" "M" or "Q" must be entered;

D = Daily
W = Weekly
B = Bi-Weekly
S = Semi-Monthly
M = Monthly
Q = Quarterly

Pay Frequency denotes how often a check is to be issued.

This field defaults to "W" (weekly) on "RETURN".

16. Home Department Number - Optional. A maximum of 7 numeric characters can be entered (i.e., nnnnnnn converts to nnnn-nnn). This department number is the general ledger account number to which the employee's gross wages are posted. Defaults to blanks.

17. Salary, if Employee Type was entered as Salary - Optional. A maximum of 7 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnnnn converts to nn,nnn.nn). Will default to 0.00.

This field is skipped if Employee Type was entered as Hourly.

Salary amount entered is per pay period. (e.g., salary of \$12,000 a year, paid semi-monthly = salary per pay period of \$500).

18. Regular Rate, if Employee Type was entered as Hourly - Optional. A maximum of 5 numeric characters can be entered with a 3-digit decimal place (i.e., nnnnn converts to nn.nnn). Defaults to 0.000.

If Employee Type was entered as Salary, this field displays the salary divided by the number of hours designated for that pay frequency period.*

19. Overtime Rate - Optional. A maximum of 5 numeric characters can be entered with a 3-digit decimal place (i.e., nnnnn converts to nn.nnn). Defaults to 0.000.
20. Special Rate - Optional. A maximum of 5 numeric characters can be entered with a 3-digit decimal place (i.e., nnnnn converts to nn.nnn). Defaults to 0.000.
21. State Tax Code - Required. Must be "1"; defaults to "1" on "RETURN".
22. City Tax Code - Required. Must be "1"; defaults to "1" on "RETURN".
- 23-26. Number of Withholding Tax Exemptions for Federal, State, Additional State, and City, respectively, - Required. 1-2 numeric characters must be entered. Fields default to "0". Entry of "99" in these fields causes no tax to be taken. An entry in the Additional State Exemption field is exemptions in addition to the State Exemptions.
- 27-29. Exempt from FICA, Federal Unemployment, and State Unemployment, respectively. - Required. "Y" (Yes) or "N" (No) must be entered. Defaults to "N".
- 30-31. Added Withholding Tax - Federal, State, respectively. - Optional. A maximum of 3 numeric characters can be entered in even dollar amounts. Amounts entered are deducted in addition to other Federal and State taxes. Defaults to "0".
32. Added City Withholding Tax - Optional. A maximum of 2 numeric characters can be entered in even dollar amounts. Amounts entered are deducted in addition to other city taxes. Defaults to "0".
33. Vacation Hours Due - Optional. A maximum of 3 numeric characters can be entered in even hour amounts. Defaults to 0. All changes must be entered, the system does not update automatically.
34. Vacation Hours Paid - Optional. A maximum of 5 numeric characters can be entered in 2-digit decimal place format (i.e., nnnnn converts to nn.nn). Defaults to 0. The system automatically updates as vacation hours are paid. An employee may not be paid more than hours due in Item #33. This field is automatically cleared when Clear Year-to-Date program is run.

* If "*****" appear check the pay-frequency #15 and Salary #17. The Regular rate cannot be more than \$99.999.

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35. Sick Hours Due - Optional. A maximum of 3 numeric characters can be entered in even hour amounts. Defaults to 0. Employees may not be paid more sick hours per year than are due. Sick hours paid are kept in a separate field and are automatically updated. Any changes in sick hours due must be entered manually. This field is not cleared automatically when the Clear Year-to-Date program is run.
36. Pension - Required. "Y" (Yes) or "N" (No) must be entered. Defaults to "N".
37. Distribution - Required. "Y" (Yes) or "N" (No) must be entered. Defaults to "N". A "Yes" entry enables you to distribute employee amounts to various general ledger accounts when Payroll Time Entry and Editing (Master Menu Item 3) is run.

The question "ANY CHANGE?" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts, "WHAT #". A number from 1 to 37 is valid. You will then be positioned to that item on the screen. After making the change, the screen continues to ask "ANY CHANGE?" until the answer is "N". Screen #2 is then advanced.

To end the add program, type "END" in the "EMPLOYEE #" position.

Illustrated below is Screen #2 of the Employee File Maintenance - Add:

EMPLOYEE FILE MAINTENANCE - ADD	EMP:
38. SAV BOND DED	54. D/E CODE-2
39. FREQUENCY	55. AMOUNT
40. BOND SIZE	56. FREQUENCY
41. BALANCE	57. D/E CODE-3
42. SAV ACCT DED	58. AMOUNT
43. FREQUENCY	59. FREQUENCY
44. ACCOUNT #	60. D/E CODE-4
45. LOAN DED	61. AMOUNT
46. FREQUENCY	62. FREQUENCY
47. BALANCE DUE	63. D/E CODE-5
48. GARNISH DED	64. AMOUNT
49. FREQUENCY	65. FREQUENCY
50. BALANCE DUE	66. D/E CODE-6
51. D/E CODE-1	67. AMOUNT
52. AMOUNT	68. FREQUENCY
53. FREQUENCY	

NOTE: If a "RETURN" is entered for Savings Bond, Savings Account, Loan, Garnish Deductions, or any of the other deduction/earning codes, the next deduction or earning is advanced.

- 38. Savings Bond Deduction - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.
- 39. Frequency - Required if Savings Bond Deduction is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).
- 40. Bond Size - Required if Savings Bond Deduction is selected. A maximum of 5 numeric characters must be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). The bond size refers to the purchase price of the bond (not the matured amount). Defaults to 0.00.

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41. Balance - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Balances are automatically updated by the system. Defaults to 0.00.
 42. Savings Account Deduction - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.
 43. Frequency - Required if Savings Account Deduction is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).
 44. Account Number - Optional. A maximum of 12 numeric characters can be entered. Defaults to blanks.
 45. Loan Deduction - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place. (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.
 46. Frequency - Required if Loan Deduction is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).
 47. Balance Due - Optional. A maximum of 6 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnnn converts to n,nnn.nn). Balances are automatically updated by the system. Defaults to 0.00.
 48. Garnish Deduction or Percent - Optional. A maximum of 5 numeric characters can be entered. If A maximum of 2 characters are entered, the field is displayed as a percentage. If 3-5 characters are entered, the field is displayed as a dollar field with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.
 49. Frequency - Required if Garnish Deduction or Percent is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).
 50. Balance Due - Optional. A maximum of 6 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnnn converts to n,nnn.nn). Balances are automatically updated by the system. Defaults to 0.00.
 51. Deduction/Earning Code 1 - Optional. One character can be entered for each Deduction/Earning Code. The character entered must be an active code in the Deduction/Earning file. The code's description displays to the right of the code. Defaults to blanks on "RETURN".

-
52. Amount - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.
53. Frequency - Required if Deduction/Earning Code 1 is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).
54. Deduction/Earning Code 2 - Optional. One character can be entered for each Deduction/Earning Code. The character entered must be an active code in the Deduction/Earning file. The code's description displays to the right of the code. Defaults to blanks on "RETURN".
55. Amount - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.
56. Frequency - Required if Deduction/Earning Code 2 is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).
57. Deduction/Earning Code 3 - Optional. One character can be entered for each Deduction/Earning Code. The character entered must be an active code in the Deduction/Earning file. The code's description displays to the right of the code. Defaults to blanks on "RETURN".
58. Amount - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.
59. Frequency - Required if Deduction/Earning Code 3 is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).
60. Deduction/Earning Code 4 - Optional. One character can be entered for each Deduction/Earning Code. The character entered must be an active code in the Deduction/Earning file. The code's description displays to the right of the code. Defaults to blanks on "RETURN".
61. Amount - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.
62. Frequency - Required if Deduction/Earning Code 4 is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).

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63. Deduction/Earning Code 5 - Optional. One character can be entered for each Deduction/Earning Code. The character entered must be an active code in the Deduction/Earning file. The code's description displays to the right of the code. Defaults to blanks on "RETURN".
64. Amount - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.
65. Frequency - Required if Deduction/Earning Code 5 is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).
66. Deduction/Earning Code 6 - Optional. One character can be entered for each Deduction/Earning Code. The character entered must be an active code in the Deduction/Earning file. The code's description displays to the right of the code. Defaults to blanks on "RETURN".
67. Amount - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.
68. Frequency - Required if Deduction/Earning Code 6 is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).

The question "ANY CHANGE?" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts, "WHAT #". A number from 38 to 68 is valid. You will then be positioned to that item on the screen. After making the change, the screen will continue to ask "ANY CHANGE?" until the answer is "N", then Screen #3 is advanced.

NOTES:

Once an employee entry has been made and processed, changes cannot be made to Screen #3 in Employee File Maintenance. All changes must be made in the Manual Transaction Entry, Editing & Posting file.

Type "END" in Item #69 to set all items on Screen #3 to 0.00. The employee will be processed and the Master Menu is returned to.

EMPLOYEE FILE MAINTENANCE - ADD		EMP:
...		
69. MTD OT HRS		
70. MTD SK HRS		
71. MTD SK PAY		
72. QTD GROSS	83. YTD GROSS	94. YTD SVBD
73. QTD TX GRS	84. YTD TX GRS	95. YTD SVAC
74. QTD FICA	85. YTD FICA	96. YTD LOAN
75. QTD FWT	86. YTD FWT	97. YTD GARN
76. QTD SWT	87. YTD SWT	98. YTD D/E1
77. QTD OST	88. YTD OST	99. YTD D/E2
78. QTD CWT	89. YTD CWT	100. YTD D/E3
		101. YTD D/E4
79. QTD OT HRS	90. YTD OT HRS	102. YTD D/E5
80. QTD SK HRS	91. YTD SK HRS	103. YTD D/E6
81. QTD SK PAY	92. YTD SK PAY	
82. QTD WK WRK	93. YTD WK WRK	

All entries are optional and default to 0.00. All entries must be numeric with a 2-digit decimal place (i.e., nnnnnn converts to n,nnn.nn).

Item #	Abbreviation	Description	Max # Of Numeric Chars
69	MTD OT HRS	Month-to-Date Overtime Hours	5
70	MTD SK HRS	Month-to-Date Sick Hours	5
71	MTD SICK PAY	Month-to-Date Sick Pay	6
72	QTD GROSS	Quarter-to-Date Gross	7
73	QTD TX GRS	Quarter-to-Date Taxable Gross	7
74	QTD FICA	Quarter-to-Date FICA	6
75	QTD FWT	Quarter-to-Date Federal Withholding Tax	7
76	QTD SWT	Quarter-to-Date State Withholding Tax	6
77	QTD OST	Quarter-to-Date Other State Tax	6
78	QTD CWT	Quarter-to-Date City Withholding Tax	6
79	QTD OT HRS	Quarter-to-Date Overtime Hours	5
80	QTD SK HRS	Quarter-to-Date Sick Hours	5
81	QTD SK PAY	Quarter-to-Date Sick Pay	6
82	QTD WK WRK	Quarter-to-Date Weeks Worked	4

<u>Item #</u>	<u>Abbreviation</u>	<u>Description</u>	<u>Max # Of Numeric Chars</u>
83	YTD GROSS	Year-to-Date Gross	8
84	YTD TX GROSS	Year-to-Date Taxable Gross	8
85	YTD FICA	Year-to-Date FICA	6
86	YTD FWT	Year-to-Date Federal Withholding Tax	7
87	YTD SWT	Year-to-Date State Withholding Tax	7
88	YTD OST	Year-to-Date Other State Tax	6
89	YTD CWT	Year-to-Date City Withholding Tax	6
90	YTD OT HRS	Year-to-Date Overtime Hours	5
91	YTD SK HRS	Year-to-Date Sick Hours	5
92	YTD SK PAY	Year-to-Date Sick Pay	6
93	YTD WK WRK	Year-to-Date Weeks Worked	4
94	YTD SVBD	Year-to-Date Savings Bond Deduction	6
95	YTD SVAC	Year-to-Date Savings Account Deduction	6
96	YTD LOAN	Year-to-Date Loan Deduction	6
97	YTD GARN	Year-to-Date Garnish Deduction or Percent	6
98	YTD D/E1	Year-to-Date Deduction/Earning Code-1	6
99	YTD D/E2	Year-to-Date Deduction/Earning Code-2	6
100	YTD D/E3	Year-to-Date Deduction/Earning Code-3	6
101	YTD D/E4	Year-to-Date Deduction/Earning Code-4	6
102	YTD D/E5	Year-to-Date Deduction/Earning Code-5	6
103	YTD D/E6	Year-to-Date Deduction/Earning Code-6	6

The question "ANY CHANGE?" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts "WHAT #". A number from 69 to 103 is valid. You will then be positioned to that item on the screen. After making the change, the screen will continue to ask "ANY CHANGE?" until the answer is "N"; then employee's file is complete and Screen #1 is returned to for adding the next employee.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Employee Master
File Maintenance
Change/Inquire

Page 1 of 1

This program allows inquiry from the Employee Master File, displays current information on the screen, and provides the ability to make changes.

1. Screen #1 asks for employee number. Current information on Screen #1 is displayed.
2. The question "ANY CHANGE?" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts, "WHAT #". You will then be positioned to that item on the screen. After making the change, the screen continues to ask "ANY CHANGE?" until the answer is "N".
3. Screen #2 is then displayed with employee's current information. Changes can be made as discussed above until the answer to "ANY CHANGE?" is "N".
4. Screen #3 is then displayed with employee's current information for inquiry only. Changes are not allowed to Screen #3, except in Manual Transaction Entry File.
5. The procedure is repeated until the operator types "END" in the employee number position.

NOTE:

If pay frequency is changed on a salaried employee, a new regular rate is created.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Employee Master
File Maintenance
Print Out
Employees
Page 1 of 1

This program provides a listing of all employees (active and terminated) sorted numerically by employee number. The report also includes all information stored in the Employee Master File.

1. Operator selects "PRINT OUT EMPLOYEES", Item #3 from the Employee Master File menu.
2. The screen then asks you to "PLEASE ENTER STARTING EMPLOYEE" and "PLEASE ENTER ENDING EMPLOYEE".
 - For print out of information for an individual employee, enter only the starting employee number;
 - or the operator can enter both numbers which would numerically print out all employees from starting number to ending number, inclusive;
 - or type "ALL" in "STARTING EMPLOYEE #" position to numerically print out all employees in file.

Typing "RETURN" defaults to "ALL".

3. The screen displays "PROCESSING OCCURRING...PLEASE WAIT" while sorting the entire file. When sort is complete, the system prints out requested data.
4. When printing is completed, the screen returns to "PLEASE ENTER STARTING NUMBER" position for any additional printing.

To end the process type "END" in the "PLEASE ENTER STARTING NUMBER" position. If "ALL" is selected, the Employee File Menu is returned to and displayed after printing is completed.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Employee Master
File Maintenance
**Print Alphabetical
Employee List**
Page 1 of 1

This program provides a listing of all employees sorted in alphabetical sequence by name. The report also includes:

- employee number
- address
- social security number
- employee type (salary or hourly)
- pay frequency
- terminated date

1. Operator selects "PRINT ALPHABETICAL LIST", Item #4 from Employee Master File, to print alphabetical employee list.
2. The screen then asks "DO YOU WISH TO PRINT TERMINATED EMPLOYEES?" A "Y" (Yes) includes terminated employees alphabetically in listing. A "N" (No) omits terminated employees from listing.
3. The screen displays "PROCESSING OCCURRING...PLEASE WAIT" while sorting the entire Employee Master File. When sort is complete, the system prints all employees in alphabetical sequence by name.
4. When printing is completed, the Employee Master File Menu is returned to and displayed.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Payroll Time
Entry and Editing
Page 1 of 2

ITEM #3 - PAYROLL TIME ENTRY AND EDITING

This program is used to enter employees' hours or designate payment for salaried employees. The entered information is used to calculate payroll. It must be used every pay period since these files are cleared after each payment.

Illustrated below is the first screen which appears when Payroll Time Entry and Editing is selected:

PAY PERIOD ENDING DATE
PAYING EMPLOYEES WITH PAY FREQS

1. Enter "PAY PERIOD ENDING DATE" in the MMDDYY format.
2. Enter one or more of the following pay frequency codes in the "PAYING EMPLOYEES WITH PAY FREQS" position:

D = Daily
W = Weekly
B = Bi-Weekly
S = Semi-Monthly
M = Monthly
Q = Quarterly

NOTE:

If this program has been run once, the pay period date and pay frequencies entered from before are automatically re-displayed.

"ANY CHANGE?" is asked to allow corrections to be made to the screen. A "Y" (Yes) answer allows you to enter a new pay period ending date and new pay frequency. "END" may not be typed in this position to end the process. You must proceed to the next screen. A "N" (No) answer advances the Payroll Time Entry and Editing Menu (illustrated below). Defaults to "N".

PAYROLL TIME ENTRY AND EDITING

PLEASE SELECT APPLICATION .

1. ADD TRX
2. CHANGE/INQUIRE TRX
3. DELETE TRX
4. PRINT TRX EDIT LIST

This program provides the facility to add, change or delete a transaction in the Time Entry file. "PRINT TRX EDIT LIST" is provided to print out entries made to Time Entry file for editing before processing payroll. Changes should be made before calculating payroll, printing checks, and posting to the Employee Master File.

To end the process, type "END" in the "PLEASE SELECT APPLICATION" position.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Payroll Time
Entry and Editing
Add

Page 1 of 4

This program is used to add hours or designate payment for employees. Illustrated below is the first of two screens:

PAYROLL TIME ENTRY AND EDITING - ADD

1. EMPLOYEE #	. . .	
2. REGULAR HRS		HOURLY
— OR —		
2. PAY SALARY ?	.	SALARY
3. OVERTIME HRS		
4. VACATION HRS		
5. HOLIDAY HRS		
6. SICK HRS		
7. SPECIAL HRS		
8. TEMP O/E 1		AMT
9. TEMP O/E 2		AMT
10. # WK ADV VAC		11. # WK WORKED

NOTE:

Vacation pay can be entered by Vacation Hours, Item #4 and/or by Weeks Advanced Vacation Pay, Item #10. Advanced Vacation Pay will print up to 4 added checks. Vacation hours cannot exceed net vacation hours due in the Employee Master File.

1. Employee # - Required. 1-4 characters must be entered. Corresponding employee name and employee type (salaried/hourly) are displayed. Defaults to the next employee number with matching pay frequency. If the pay frequency entered on the first screen does not match the employee's pay frequency, a message will display at the bottom of the screen.

2. Regular Hours or Pay Salary - Optional.

- "REGULAR HRS" displays in Item #2 if employee entered is hourly. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Regular hours are not total hours and do not include vacation and sick hours. (For example: if an employee has 40 total hours, but 8 holiday and 4 sick hours, enter regular hours as 28, not 40). Defaults to 0.

NOTE:

If "P" is entered in "REGULAR HRS" position, Item #2 defaults to "40.00", Items 3-10 default to "0" or blanks depending on field type, and Item 11 defaults to the number of weeks according to employee's pay frequency.

- "PAY SALARY" displays in Item #2 if employee entered is salaried. "Y" (Yes) or "N" (No) can be entered. Defaults to "Y". If "Y" is answered to "PAY SALARY" and you include other hours (holiday, sick, etc.) the employee will be paid for full salary plus additional hours. If this not desired, enter "N" for pay salary and the employee is treated as an hourly employee.

NOTE:

If "P" is entered in "PAY SALARY" position, Item 2 defaults to "Y", Items 3-10 default to "0" or blanks depending on field type, and Item 11 defaults to the number of weeks according to employee's pay frequency.

- 3-7. Overtime, Vacation, Holiday, Sick and Special Hours - Optional. A maximum of 5 numeric characters can be entered in each field with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Vacation and sick hours entered can not exceed hours due in Employee Master file. Defaults to 0.00.
- 8-9. Temporary Deduction/Earning Codes and Amount - Optional. One character can be entered for each Temporary Deduction/Earning Code. This is a one time deduction/earning for this pay period only. The Deduction/Earning Code entered must be an active code in the Deduction/Earning Code file. The code's description display to the right of the code. Amount is entered up to 6 numeric characters with a 2-digit decimal place (i.e., nnnnnn converts to n,nnn.nn). Defaults to .00.
10. Number of Weeks Advance Vacation - Optional. "0" "1" "2" "3" or "4" can be entered. Number of hours can not exceed hours due in Employee Master File. Only a weekly calculation will be made regardless of employee's pay frequency. A maximum of 4 weeks are allowed. One check is printed for each week's advance pay.
11. Number of Weeks Worked - Optional. A maximum of 4 numeric characters can be entered with a 2-digit decimal place (i.e., nnnn converts to nn.nn). Defaults to 0.00.

The question "ANY CHANGE?" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts "WHAT #". You will then be positioned to that item on the screen. After making the change the screen continues to ask "ANY CHANGE?" until the answer is "N". Defaults to "N". The second screen is then advanced.

To end process, type "END" in the "EMPLOYEE #" position.

Screen #2 (illustrated below) is used to distribute time. This screen is not displayed if "N" (No Distribution Allowed) is selected in the Payroll Control File, or if "N" (No) is entered for DISTRIBUTION in the Employee Master File. When distribution is not allowed, the regular and overtime hours and rates are distributed to the home department number in the Employee Master File.

Distribution of Wages Notes:

For Salaried Employees -

Distribution is made as a percent of salary. Total distribution must equal 100%. Distribution to 12 general ledger accounts is provided.

For Hourly Employees and Salaried Employees not paid salary -

Distribution is made by hours. Rate per account defaults to hourly (or overtime) rate on the employee's file. This may be changed if necessary. However, if the rate is changed, the employee will be paid this new rate for the specified hours; not their regular rate.

Total regular hours/percentage distributed must equal regular hours/percentage paid. Up to 12 accounts are allowed. After entering regular hours/percentages, a "RETURN" positions you to distribute overtime hours.

Total overtime hours distributed must equal overtime hours paid. Up to 6 accounts are allowed.

No distribution is necessary or allowed for sick hours, vacation hours, holiday hours or special hours. These are posted to the general ledger account specified in the Payroll Control file.

PAYROLL TIME ENTRY AND EDITING - ADD

EMPLOYEE	HOURLY
REGULAR-HOURS-DISTRIBUTION	OVERTIME-HOURS-DISTRIBUTION
HOURS ACCT-# RATE	HOURS ACCT-# RATE
1.	13.
2.	14.
3.	15.
4.	16.
5.	17.
6.	18.
7.	
8.	
9.	
10.	
11.	
12.	
REG HRS ENTERED DISTRIBUTED	OVT HRS ENTERED DISTRIBUTED

Regular and Overtime Hours or Percent. 1-5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). A tally of distributed and paid hours or percentages is automatically updated on the screen after each entry. A "RETURN" advances to Overtime Hours.

Regular and Overtime Distribution Account Numbers. Enter 3 or 4 numeric characters followed by a "RETURN" and then 1 to 3 more numeric characters can be entered. If hours/percent column is entered, then account number is required for that item. Each distribution must have a corresponding account in the general ledger.

Regular and Overtime Distribution Rates. 1-5 numeric characters can be entered with a 3-digit decimal dollar place (i.e., nnnnn converts to \$nn.nnn). If an hours column is entered, then a rate is required for that item. A rate is not allowed for a salaried employee when percents are being entered. Defaults to the regular hours or overtime hours rate from the Employee Master File.

"ANY CHANGE" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts "WHAT #". You will then be positioned to that item on the screen. After making the change, the screen continues to ask "ANY CHANGE?" until the answer is "N". Defaults to "N". The first screen is then returned to and displayed.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Payroll Time
Entry and Editing
Change/Inquire

Page 1 of 1

This program allows inquiry from the Payroll Time Entry File, displays current information on the screen, and provides the ability to make changes.

1. Screen #1 asks for employee number. Current time entry information on Screen #1 displays. If the pay frequency entered on the first screen does not match employee's pay frequency, a message will display at the bottom of the screen.
2. The question "ANY CHANGE?" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts "WHAT #". You will then be positioned to that item on the screen. After making the change, the screen continues to ask "ANY CHANGE?" until the answer is "N". Defaults to "N".
3. Screen #2 is then displayed with employee's current time entry information. Total hours entered must equal total hours distributed before screen advances for further processing. Changes can be made as discussed above until the answer to "ANY CHANGE?" is "N", then Screen #1 is returned to for additional inquiries.

NOTE:

Screen #2 is not displayed if "N" (No Distribution Allowed) is selected in the Payroll Control File, or if "N" (No) is entered for DISTRIBUTION in the Employee Master file. When distribution is not allowed, the regular and overtime hours and rates are distributed to the home department in the Employee Master file.

4. The procedure is repeated until the operator types "END" in the employee number position.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Payroll Time
Entry and Editing
Delete

Page 1 of 1

This is used to delete an employee's time entry from the file.

1. Screen #1 asks for employee number and displays current time entry information.
2. The screen asks "OK TO DELETE?". A "Y" (Yes) answer means that time entry information is deleted. The program then inquires for another employee number. A "N" (No) answer will not delete the time entry and repositions to ask for another employee number. Defaults to "N" on "RETURN".
3. The procedure is repeated until the operator types "END" in the employee number position.

OPERATOR INSTRUCTIONS

P / R

D-BASIC

Release: 001

Date: 02/01/79

Payroll Time Entry and Editing Print Transaction Edit List Page 1 of 1
--

This program is provided to print out all entries made to Time Entry File for editing before processing the payroll. Changes should be made before calculating payroll, printing checks, and posting to the Employee Master file.

The screen displays "PROCESSING OCCURRING...PLEASE WAIT" while the system sorts all the employees for printout.

The report prints automatically and returns to the Payroll Time Entry Menu.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Calculate Payroll
Page 1 of 2

ITEM #4 - CALCULATE PAYROLL

This program is used to calculate employee's pay from time and salary entered. It must be run after the Payroll Time Entry and Editing file has been run and errors have been corrected.

The Payroll Time Register prints automatically. Final verification of employees' time and deductions can be reviewed.

After the Time Register has printed the following screen displays:

PAYROLL CALCULATION

PLEASE ENTER THE DEDUCTION FREQUENCIES TO TAKE

1. THIS PAY PERIOD
2. 1ST VACATION PERIOD
3. 2ND VACATION PERIOD
4. 3RD VACATION PERIOD
5. 4TH VACATION PERIOD

D=DAILY W=WEEKLY B=BI-WEEKLY S=SEMI-MONTHLY M=MONTHLY Q=QUARTERLY

If additional corrections to the Time Register need to be made type "END" in the "THIS PAY PERIOD" position and the Master Menu is returned to and displays.

1. This Pay Period - Optional. A maximum of 6 of the following characters: "D" "W" "B" "S" "M" or "Q" can be entered all on one line.

D = Daily
W = Weekly
B = Bi-Weekly
S = Semi-Monthly
M = Monthly
Q = Quarterly

The deduction frequencies indicate how often a deduction should be taken. For instance, if a deduction should be taken each week, enter a "W" for the deduction frequency in the Employee file. Then, when running a payroll in which weekly deductions should be taken, enter "W" for a frequency code. The system will take only those deductions which have a frequency of "W" in the Employee file. Up to 6 frequencies can be processed at once. Defaults to blanks.

2-5. Vacation Period - Optional. Up to 4 advanced vacation week deductions can be entered. Enter the pay frequencies that have advanced vacation weeks to be paid. No matter what pay frequency an employee has, advanced vacation is paid by the week only (i.e., if an employee is paid monthly with two week's advanced vacation to be paid - - - the operator should enter "M" (monthly) in Items 1, 2, and 3). Defaults to blanks.

"ANY CHANGE?" is asked to allow for changes to be made to the screen.

Then the system automatically Calculates Gross, Calculates Withholding, and Takes Deductions. "PROCESSING OCCURRING...PLEASE WAIT" displays while calculations are being processed.

After calculation, the Payroll Register and Deduction Register automatically print and the Master Menu is returned to.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Print
Payroll Checks
Page 1 of 2

ITEM #5 - PRINT PAYROLL CHECKS

This program prints the payroll checks and posts calculations. It must be run after "CALCULATING PAYROLL".

The first screen instructs you to mount your checks on the printer.

PAYROLL CHECK PRINTING

PLEASE MOUNT CHECKS ON PRINTER

ENTER 'DONE' WHEN READY

....

After mounting checks (refer to the F-85 Operator Guide for details) enter "DONE" and an alignment check will automatically print. The screen displays "PRINT ANOTHER ALIGNMENT?" and continues to print alignment forms until you answer "N". The following screen then displays.

PAYROLL CHECK PRINTING

PLEASE ENTER

1. STARTING CHECK #
2. CHECK DATE
3. STARTING EMPLOYEE #
4. ENDING EMPLOYEE #

Up to 6 numeric characters can be entered in the "STARTING CHECK #" position. "CHECK DATE" can be entered MMDDYY, otherwise defaults to the current system date.

The operator can enter both "STARTING" and "ENDING EMPLOYEE" numbers or type "ALL" in "STARTING EMPLOYEE #" position to print out all checks calculated. Defaults to "ALL". The checks then automatically start printing.

The screen then displays "ARE ALL THE CHECKS OK?" If "N" (No) is entered posting will not occur, the screen requesting you to mount regular paper is displayed, and then the Master Menu is returned to. If "Y" (Yes) is entered, the screen displays "PLEASE MOUNT REGULAR PAPER ON PRINTER." After you have mounted regular paper in the printer enter "DONE."

The Payroll Check Register then automatically prints.

The Savings Bond Register automatically prints.

The screen then displays "PROCESSING OCCURRING...PLEASE WAIT" while the system posts to the History and Distribution File.

The Master P/R Menu is then automatically displayed.

OPERATOR INSTRUCTIONS

P / R

D-BASIC

Release: 001

Date: 02/01/79

Manual Payroll
Entry and Editing
Page 1 of 1

ITEM #6 - MANUAL PAYROLL TRX ENTRY AND EDITING

This program is used to make corrections following incorrectly printed computer checks or entry of payroll checks written outside the system. This program does not print checks. Updates are made to the Employee Maintenance File, Distribution File, and History File.

Negative amounts are entered to facilitate overpayments. Negative tax withholding amounts must also be entered if an overpayment occurs.

Illustrated below is the Manual Payroll TRX Entry and Editing Menu:

MANUAL PAYROLL TRX ENTRY AND EDITING

PLEASE SELECT APPLICATION .

1. ADD TRX
2. CHANGE/INQUIRE TRX
3. DELETE TRX
4. PRINT TRX EDIT LIST
5. POST TRX TO EMPLOYEE FILE

This program is capable of adding, changing or deleting a transaction entered to correct employee's records.

#4 is used to print an Edit list of transactions entered. If all items entered are correct, #5 must be selected to post transactions to employees' records, the History Report, and the Distribution Report. The Manual Payroll Transaction Register is printed when #5 is selected and must serve as both the Payroll and Check Registers.

8. Regular Hours - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to -nnn.nn). Defaults to 0.00. This field should be used for an hourly employee only. Entering any amount in "REG HRS" field will require distribution of hours. If "REG HRS" is not entered, distribution of hours is not allowed. When distributing hours, the rate will default to hourly rate from employee's file or it can be entered. In either case, the hours multiplied by the rates must equal gross pay. An error message flags the unequal amounts on the Manual Time Edit List. THIS MUST BE CORRECTED BEFORE POSTING.
9. Overtime Pay - Optional. A maximum of 6 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnn converts to \$-n,nnn.nn).
10. Overtime Hours - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to -nnn.nn).
11. Vacation Pay - Optional. A maximum of 6 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnn converts to \$-n,nnn.nn).
12. Vacation Hours - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to -nnn.nn).
13. Holiday Pay - Optional. A maximum of 6 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnn converts to \$-n,nnn.nn).
14. Sick Pay - Optional. A maximum of 6 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnn converts to \$-n,nnn.nn).
15. Sick Hours - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to -nnn.nn).
16. Special Pay - Optional. A maximum of 6 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnn converts to \$-n,nnn.nn).
- 17,18. Other Deduction/Earning Code - Optional. A maximum of 6 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnn converts to \$-n,nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.
19. FICA - Optional. A maximum of 5 numeric characters, positive or negative can be entered with a 2-digit decimal place (i.e., -nnnnn converts to \$-nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.

20. Federal Withholding Tax - Optional. A maximum of 6 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnn converts to \$-n,nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.
21. State Withholding Tax - Optional. A maximum of 6 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnn converts to \$-n,nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.
22. Other State Tax - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to \$-nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.
23. City Withholding Tax - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to \$-nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.
24. Savings Bond Deductions - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to \$-nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.
25. Savings Account Deductions - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to \$-nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.
26. Loan Deduction - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to \$-nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.
27. Garnish Deduction - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to \$-nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.
- 28-33. These fields are automatically displayed with the employee's deduction/earning codes on file. A maximum of 5 numeric characters, positive or negative, can be entered with 2-digit decimal place (i.e., -nnnnn converts to -nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.
34. Number of Weeks Worked - Optional. A maximum of 4 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnn converts to -nn.nn).
35. Net Pay - Optional. A maximum of 7 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnnn converts to \$-nn,nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.

Screen #2 is shown below.

MANUAL PAYROLL TRX ENTRY AND EDITING-ADD						
EMPLOYEE			SALARY /HOURLY			
REGULAR-HOURS-DISTRIBUTION			OVERTIME-HOURS-DISTRIBUTION			
%	ACCT-#	RATE	HOURS	ACCT-#	RATE	
1.			13.			
2.			14.			
3.			15.			
4.			16.			
5.			17.			
6.			18.			
7.						
8.						
9.						
10.						
11.						
12.						
REG HRS ENTERED			OVT HRS ENTERED			
DISTRIBUTED			DISTRIBUTED			

Distribution of Wages Notes:

For Salaried Employees -

If "REG PAY/SAL" field is not entered on Screen #1, then distribution is optional. Distribution is made as a percent of salary. Total distribution must equal 100%. Distribution to 12 general ledger accounts is provided.

For Hourly Employees and Salaried Employees not paid salary -

If "REG HRS" field is not entered on Screen #1, then distribution of hours is not allowed.

Distribution is made by hours. Rate per account defaults to hourly (or overtime) rate on the employee's file. This may be changed if necessary. However, if the rate is changed, the employee will be paid this new rate for the specified hours, not their regular rate.

Total regular hours distributed must equal regular hours paid. Both positive and negative amounts can be entered.

Total overtime hours distributed must equal overtime hours paid. Both positive and negative amounts can be entered.

No distribution is necessary or allowed for sick hours, vacation hours, holiday hours or special hours. These are posted to the general ledger account specified in the Payroll Control file.

Regular and Overtime Hours or Percent. 1-5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nn.nnn). A tally of distributed and paid hours or percentages is automatically updated on the screen after each entry. A "RETURN" advances to Overtime Hours.

Regular and Overtime Distribution Account Numbers. 3-7 numeric characters can be entered, first four and then three (i.e., nnnn-nnn). If hours/percent column is entered, then account number is required for that item. Each distribution must have a corresponding account in the general ledger.

Regular and Overtime Distribution Rates. 1-5 numeric characters can be entered with a 3-digit decimal dollar place (i.e., nnnnn converts to \$nn.nnn). If an hours column is entered, then a rate is required for that item. A rate is not allowed for a salaried employee when percents are being entered. Defaults to the regular hours or overtime hours rate from the Employee Master File.

"ANY CHANGE" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts "WHAT #". You will then be positioned to that item on the screen. After making the change, the screen continues to ask "ANY CHANGE?" until the answer is "N". Defaults to "N". The first screen is then returned to and displayed.

OPERATOR INSTRUCTIONS

P / R

D-BASIC

Release: 001

Date: 02/01/79

Manual Payroll TRX
Entry and Editing
Change/Inquire

Page 1 of 1

This program allows inquiry from the Manual Entry and Editing File, displays current information on the screen, and provides the ability to make changes.

1. Screen #1 asks for employee number. Current manual time entry information on Screen #1 displays.
2. The Screen asks "RIGHT TRX?". A "N" (No) answer searches for another transaction displays it, and asks "RIGHT TRX?" until you answer "N" or until there are no more transactions for that employee. On a "Y" (Yes) answer, the screen asks "ANY CHANGE?" and may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts "WHAT #". You will then be positioned to that item on the screen. After making the change, the screen continues to ask "ANY CHANGE?" until the answer is "N". Defaults to "N".
3. Screen #2 is then displayed with employee's manual time entry information. Total hours entered must equal total hours distributed before screen advances for further processing. Changes can be made as discussed above until the answer to "ANY CHANGE?" is "N", then Screen #1 is returned to for additional inquiries.
4. The procedure is repeated until the operator types "END" in the employee number position.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Manual Payroll TRX
Entry and Editing
Delete

Page 1 of 1

This is used to delete an employee's manual time entry from the file.

1. Screen #1 asks for employee number and displays current manual time entry information.
2. The screen asks "RIGHT TRX?". A "N" (No) answer searches for another transaction, displays it, and asks "RIGHT TRX?" until you answer "N" or until there are no more transactions for that employee. On a "Y" (Yes) answer, the screen asks "OK TO DELETE". A "Y" (Yes) answer means that time entry information is deleted. The program then inquires for another employee number. A "N" (No) answer will not delete the time entry and repositions to ask for another employee number. Defaults to "N" on "RETURN".
3. The procedure is repeated until the operator types "END" in the employee number position.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Manual Payroll TRX Entry and Editing Print Transaction Edit List Page 1 of 1
--

This program is provided to print out all entries made to Manual Time Entry File for editing before processing the payroll. Changes should be made before posting to employees' files.

The screen displays "PROCESSING OCCURRING...PLEASE WAIT" while the system sorts all the employees for printout.

The report prints automatically and returns to the Manual TRX Entry Menu.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Manual Payroll TRX Entry and Editing Post TRX To Employee File Page 1 of 1
--

This program is provided to post all transactions from the Manual Transaction File to the Employee's Maintenance File, History File and Distribution File. This program should be run after the Edit List has been printed and all corrections to it have been made.

The screen displays "PROCESSING OCCURRING...PLEASE WAIT" while the system updates the files.

The report prints automatically and returns to the Master Payroll Menu.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Print Payroll
Distribution Report
Page 1 of 1

ITEM #7 - PRINT PAYROLL DISTRIBUTION REPORT

This report contains the summaries of each posted transaction for all general ledger account numbers. This report should be purged at the end of month after the report has been printed.

PAYROLL DISTRIBUTION REPORT

PLEASE ENTER

1. PRINT REPORT ? .
2. PURGE FILE ?
3. STARTING DATE
4. ENDING DATE

All entries to the screen are required. "PRINT REPORT" and "PURGE FILE" must be answered "Y" (Yes) or "N" (No). Both default to "N". "STARTING" and "ENDING DATE" should be input MMDDYY.

If "Y" is input for "PURGE FILE", entries between the starting date and ending date are deleted from the file.

The Distribution Report is derived from the Check Register, the Payroll Register, the Payroll Time Register and the Deductions Register. The general ledger account numbers come from the Employee File, the Payroll Control File and the Deduction Earnings Code File.

The Master Menu is automatically returned to after printing and/or purging has occurred.

To end the process, type "END" in the "PRINT REPORT" position.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Print Payroll
History Report
Page 1 of 1

ITEM #8 - PRINT PAYROLL HISTORY REPORT

The Payroll History Report details by employee all checks received for any period designated. This report should be purged (deleted) at the end of the month after the report has been printed.

The report includes check number and date, gross earnings, all tax withholdings, all other deductions, and net pay.

PAYROLL HISTORY REPORT

PLEASE ENTER

1. PRINT REPORT ? .
2. PURGE FILE ?
3. STARTING DATE
4. ENDING DATE
5. STARTING EMPLOYEE #
6. ENDING EMPLOYEE #

"Y" (Yes) or "N" (No) must be entered for the "PRINT REPORT" and "PURGE FILE" prompts. Both default to "N". "STARTING" and "ENDING DATE" should be input in the MMDDYY format. The report prints from starting employee number entered through ending employee number. To print only one employee, enter the starting number and "RETURN" for ending number. "ALL" entered in starting number prints all employees between the starting and ending dates. "STARTING EMPLOYEE #" defaults to "ALL".

If "Y" is input for "PURGE FILE", entries between the Starting date and ending date are deleted from the file.

The report prints automatically and returns to the Payroll History Report for additional printing or purging (unless "ALL" was selected and then the screen returns to the Master Menu).

To end the process, type "END" in the "PRINT REPORT" position.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Print Review
Report
Page 1 of 1

ITEM #9 - PRINT REVIEW REPORT

The Review Report details all employees due to be reviewed in a designated period.

REVIEW REPORT

PLEASE ENTER

STARTING DATE

ENDING DATE

Enter the starting and ending dates in the MMDDYY format. Printing occurs automatically, listing all employees between the starting and ending dates that are due to be reviewed. The Report also lists birth date, marital status, last raise date, review date, employee type (salary or hourly), pay frequency, home department number, and salary rates.

The Master Menu is returned to after printing.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Print Overtime And
Sick Pay Report
Page 1 of 1

ITEM #10 - PRINT OVERTIME AND SICK PAY REPORT

The Overtime and Sick Pay Report lists employees' month-to-date, quarter-to-date, and year-to-date, overtime hours, sick hours and sick pay. All employees are printed including those terminated and those having no overtime or sick pay hours.

Printing is automatic. Upon completion the Master Menu is returned to and displayed.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Print Quarterly
Report
Page 1 of 1

ITEM #11 - PRINT QUARTERLY REPORT

The Quarterly Report lists employees' total FICA, FUI, SUI wages, and total earnings.

QUARTERLY PAYROLL REPORT

PLEASE ENTER QUARTER ENDING DATE

Enter the Quarter Ending Date in the MMDDYY format. Defaults to the system's date. "END" may be typed in the ending date position to return to the Master Payroll Menu.

Printing occurs automatically with two sections. The first section lists employees' name and social security number with their total FICA, FUI, SUI wages, and total earnings. The second section lists tax information for federal, state, city and unemployment insurance.

After printing, the Master Payroll Menu is returned to.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Print Year End
W-2 Forms
Page 1 of 1

ITEM #12 - PRINT YEAR END W-2 FORMS

A request to mount W-2 forms is made. After you mount the W-2 forms, enter "DONE" and an alignment form automatically prints.

The question "PRINT ANOTHER ALIGNMENT FORM" displays. Enter "Y" (Yes) or "N" (No) as required.

PRINT YEAR END W-2 FORMS - FORM ALIGNMENT

PLEASE MOUNT W-2 FORMS ON PRINTER

Enter Starting and Ending Employee numbers. W-2 forms for employees between starting and ending numbers will automatically print. To end W-2 printing - enter "END" in the "STARTING EMP #" position.

This screen is returned to unless "ALL" is entered in the "STARTING EMPLOYEE #" position. "ALL" prints W-2 forms for all employees and then further processing is advanced to.

A request to mount regular paper on printer is made. Enter "DONE" after paper has been mounted.

The question "DO YOU WISH TO DELETE TERMINATED EMPLOYEES?" is asked. A "N" (No) returns you to the Master Payroll Menu. A "Y" (Yes) searches the Employee Master File for terminated employees and displays

"OK TO DELETE EMPLOYEE #.....?"

for each terminated employee. A "N" (No) to this question does not delete terminate employees. A "Y" (Yes) deletes employee.

The Master Payroll Menu is then returned to.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Clear Payroll MTD,
QTD and/or YTD Fields
Page 1 of 2

ITEM #13 - CLEAR PAYROLL MTD, QTD AND/OR YTD FIELDS

This program clears requested fields in the Employee file for all employees.

NOTES:

Clear Month-To-Date Fields:

Should be run after the final pay period for that month. Obtaining an Employee File Print-Out (from Employee File Maintenance program) prior to this program will keep records for that month. Clearing Month-to-Date fields will not affect Quarter-to-Date or Year-to-Date fields.

Clear Quarter-to-Date Fields:

This should not be run until all quarterly tax forms have been printed. Should be run after the last pay period in the quarter and before the first pay period of the next quarter. An Employee File Print-Out should be obtained before this program is run. Clearing Quarter-to-Date fields does not affect Year-to-Date or Month-to-Date fields.

Clear Year-to-Date Fields:

Should be run only once per year, after the last pay period of the year and before the first pay period of the next year. This program should not be run until all yearly tax information is printed. Clearing Year-to-Date fields does not affect Quarter-to-Date or Month-to-Date fields.

Records:

Obtaining an Employee File Print-Out before year-to-date clearing should be done. This will provide some of the records necessary for tax purposes.

It may also be advisable to keep a copy of the payroll disk in a safe place for record purposes. The copy should be made before Year-to-Date fields are cleared.

Specify which fields you wish to clear by answering "Y" (Yes) or "N" (No) to the questions on the screen:

CLEAR PAYROLL MTD, QTD AND/OR YTD FIELDS

PLEASE SPECIFY WHICH FIELDS TO CLEAR

1. MONTH-TO-DATE ? .
2. QUARTER-TO-DATE ?
3. YEAR-TO-DATE ?

The question "ANY CHANGE" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts "WHAT #". You will then be positioned to that item on the screen. After making the change, the screen continues to ask "ANY CHANGE?" until the answer is "N".

Then "ARE YOU SURE?" displays. A "N" (No) answer does not clear fields and returns you to the Master Payroll Menu. A "Y" (Yes) answer to "ARE YOU SURE?" clears fields that were answered with a "YES" on the screen's questions. The Master Payroll Menu is then returned to and displayed.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Backup Payroll
Data Diskette
Page 1 of 1

ITEM #14 - BACKUP PAYROLL DATA DISKETTE

Diskettes containing input data should be copied at the end of pay cycle.

The backup program will first issue the following message:

BACKUP DISKETTE

PLEASE INSERT DATA DISKETTE INTO DRIVE 0

INSERT BACKUP DISKETTE INTO DRIVE 1

ENTER "DONE" WHEN READY

At this time the current operating diskette should be inserted in drive unit 0 and the target diskette (to be copied onto) inserted in unit 1. If the target diskette contains a previous backup, the date of that backup is displayed. The operator then has the option of continuing or aborting the backup.

BACKUP DISKETTE

YOUR LAST BACKUP ON THIS DISKETTE WAS

02/20/79

DO YOU WISH TO CONTINUE Y/N ?

A "N" (No) cancels the backup process. Reload the system diskette for any further processing. A "Y" will cause the following message:

BACKUP DISKETTE

PLEASE ENTER "COPYC"

:

After "COPYC" is entered, the data diskette in unit 0 is copied to unit 1. When the copy is complete a "COPY COMPLETE" message is displayed. At this time, the diskette can be removed. Any errors encountered are displayed.

The system diskette must be reloaded for any further processing.

OPERATOR INSTRUCTIONS

P / R

D-BASIC
Release: 001
Date: 02/01/79

Initialize P/R System

Page 1 of 6

ITEM #15 - INITIALIZE P/R SYSTEM

INITIATE PAYROLL SYSTEM

PLEASE SELECT APPLICATION .

1. ESTIMATE DISK REQUIREMENTS
2. ALLOCATE FILES
3. ADD/CHANGE COMPANY NAME FILE
4. BUILD INITIAL PAYROLL CONTROL FILE

This program estimates the diskette file requirements, sets up the company name, and builds the Payroll Control File. Items #1 and #2 can be run only once during system installation. They are self prompting; requested information must be input in order of sequence.

Items 1-4 must be sequentially selected and completed. Items 1 through 3 prepare the Data diskette for the Payroll Control File and Employee Master file.

When Initiate Payroll System is complete, type "END" in the "PLEASE SELECT APPLICATION" position and the Master Payroll Menu is returned to and displayed.

Item #1, ESTIMATE DISK REQUIREMENTS

This program allows creation of data files according to employee records. After the operator enters the requested information, the program calculates the required file sizes.

ESTIMATE DISK REQUIREMENTS FOR PAYROLL SYSTEM

TOTAL NUMBER OF EMPLOYEES
NUMBER OF EMPLOYEES PAID DAILY
NUMBER OF EMPLOYEES PAID WEEKLY
NUMBER OF EMPLOYEES PAID BI-WEEKLY
NUMBER OF EMPLOYEES PAID SEMI-MONTHLY
NUMBER OF EMPLOYEES PAID MONTHLY
NUMBER OF EMPLOYEES PAID QUARTERLY
ANTICIPATED ANNUAL GROWTH (%)

The number of blocks required are automatically displayed on the video display screen.

The program then prompts:

DO YOU WISH TO INPUT NEW COUNTS? Y/N?

On answering "N" (No), the program returns to the INITIALIZE P/R SYSTEM Menu. On answering "Y" (Yes), the system allows the operator to enter new counts.

Item #2, ALLOCATES FILES

This program automatically allocates all files on the Data diskette using the anticipated annual growth data from Item #1. The largest possible growth will be used.

INITIATE PAYROLL SYSTEM
- ALLOCATE FILES

ALLOCATING FILES FOR 5 YEAR GROWTH

Item #3, ADD/CHANGE COMPANY NAME FILE

The format of this file is 5 lines of up to 50 characters each. The first line is the company name, and is automatically printed at the heading of every report. It is automatically centered in the CONAME file. The remaining four lines contain the company address. If it is necessary to make changes in this file, all five lines must be re-entered.

SET UP COMPANY NAME

COMPANY NAME

.....

ADDRESS LINE-1

.....

ADDRESS LINE-2

.....

ADDRESS LINE-3

.....

ADDRESS LINE-4

.....

Item #4, BUILD INITIAL PAYROLL CONTROL FILE

This program contains company data vital to the system. It maintains the company's identification numbers, tax percentages, and account numbers required for all payroll calculations and distributions.

NOTE:

If any one item from the Payroll Control File Maintenance varies, a different Data diskette is required (i.e., different State Withholding Tax, etc.).

The program is capable of changing existing control records.

PAYROLL CONTROL FILE MAINTENANCE

PLEASE SELECT APPLICATION .

1. ADD NEW CONTROL RECORDS
2. CHANGE/INQUIRE CONTROL RECORDS

The screen for adding and changing control records is the same. The "ADD" screen allows you to input information, the "CHANGE" Screen displays existing information for change or inquiry.

PAYROLL CONTROL FILE MAINTENANCE

- | | |
|------------------------|-------------------|
| 1. EMPLOYER NAME | 17. SK PAY EXMPT? |
| 2. ADDRESS-1 | 18. DISTRIB CODE |
| 3. ADDRESS-2 | |
| 4. ADDRESS-3 | 19. VAC |
| | 20. HOL |
| 5. FEDERAL ID * | 21. SICK |
| 6. STATE ID * | 22. SPECIAL |
| 7. CITY ID * | |
| | 23. FICA |
| 8. EMPLR FICA % | 24. FWT |
| 9. EMPLOY FICA % | 25. SWT |
| 10. MAX FICA WITH | 26. OST |
| | 27. CMT |
| 11. FED UNEMP % | |
| 12. FED UNEMP MAX | 28. SVG BND |
| 13. ST UNEMP % | 29. SVG ACT |
| 14. ST UNEMP MAX | 30. LOAN |
| 15. ST DISABL % | 31. GARNISH |
| 16. ST DISABL MAX | 32. CHK ACT |

1. Employer's Name - Required. 1-25 characters must be entered as you wish it to appear on tax forms.
- 2-4. Address Lines - Optional. A maximum of 25 characters per line can be entered.
5. Federal ID Number - Required. A maximum of 11 characters must be entered.
6. State ID Number - Required. A maximum of 11 characters must be entered.
7. City ID Number - Required. A maximum of 11 characters must be entered.
8. Employer FICA Percent - Optional. A maximum of 4 numeric characters can be entered with a 2-digit decimal place (i.e., nnnn converts to nn.nn).
9. Employee FICA Percent - Optional. A maximum of 4 numeric characters can be entered with a 2-digit decimal place (i.e., nnnn converts to nn.nn).
10. Maximum FICA Withheld - Optional. A maximum of 6 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnnn converts to n,nnn.nn). This figure is the maximum FICA to be withheld from an employee. It is not the maximum FICA wage. Enter the maximum dollar amount of tax.

EXAMPLE:

Maximum FICA Wages	22,900.00
FICA Rate	6.13%
Max FICA Withheld	<u>1,403.77</u>

The program uses the maximum withholding amount to determine when to cease deduction or calculation of tax for individual employees.

11. Federal Unemployment Percent - Optional. A maximum of 4 numeric characters can be entered with a 2-digit decimal place (i.e., nnnn converts to nn.nn).
12. Federal Unemployment Maximum - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). This figure is the maximum FUI tax per employee per year. It is not the maximum salary subject to FUI.

EXAMPLE:

Maximum FUI	6,000.00
FUI Rate	.70%
Maximum FUI Withheld	<u>42.00</u>

The program uses the maximum withholding amount to determine when to cease deduction or calculation of tax for individual employees.

13. State Unemployment Percent - Optional. A maximum of 4 numeric characters can be entered with a 2-digit decimal place (i.e., nnnn converts to nn.nn).
14. State Unemployment Maximum - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). This figure is the maximum SUI tax per employee per year. It is not the maximum salary subject to SUI.

EXAMPLE:

Maximum SUI	6,000.00
SUI Rate	3.60%
Maximum SUI Withheld	216.00

The program uses the maximum withholding amount to determine when to cease deduction or calculation of tax for individual employees.

15. State Disability Percent - Optional. A maximum of 4 numeric characters can be entered with a 2-digit decimal place (i.e., nnnn converts to nn.nn).
16. State Disability Maximum - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). This figure is the maximum SDI withheld from an employee. It is not the maximum SDI.

EXAMPLE:

Maximum SDI	11,400.00
SDI Rate	1.00%
Maximum SDI Withheld	114.00

The program uses the maximum withholding amount to determine when to cease deduction or calculation of tax for individual employees.

17. Sick Pay Exemption - Required. "Y" or "N" must be entered.

Y = Yes, all sick pay is exempt from tax withholding.

N = No, all sick pay is not exempt from tax withholding.

18. Distribution Code - Required. "A", "S" or "N" must be entered.

A = Always Distribute for all employees.

S = Selected Distribution - allowed only for those employees so designated.

N = No Distribution allowed for any employee.

119-32. General Ledger Account Numbers - Required. 3-7 numeric characters must be entered - enter the first four digits followed by a "RETURN", then the last three (i.e., nnnn-nnn). Distribution is not allowed for these accounts. The same account number may be used for more than one category.

19. Vacation Account Number
20. Holiday Account Number
21. Sick Pay Account Number
22. Special Pay Account Number
23. FICA Account Number
24. Federal Withholding Tax Account Number
25. State Withholding Tax Account Number
26. Other State Tax Account Number
27. City Withholding Tax Account Number
28. Saving Bond Account Number
29. Saving Account Account Number
30. Loan Account Number
31. Garnish Account Number
32. Check Account Number

The question "ANY CHANGE?" is asked to allow for corrections to be made to the screen. If the answer is "Y" (Yes) the program prompts "WHAT #". You will then be positioned to that item on the screen. After making the change, the screen continues to ask "ANY CHANGES?" until the answer is "N". Defaults to "N" on "RETURN", and returns to Initialize P/R System Menu.

GLOSSARY

Working Definitions of Terms Used in Operating the F-85

Alphanumeric	Characters which are either letters or numbers or symbols, such as + , \$ etc.
Application Package	A set of computer programs used to solve particular problems; i.e., accounting, scientific, financial, etc.
Applications Program	A program written to accomplish a specific user task (such as payroll calculations). Not all programs are for users; some programs are used by programmers to produce other programs.
Backup Diskette	A diskette which is a copy of another diskette is a "backup diskette." (Note: You will want to copy every diskette you have in case one is damaged or erased accidentally.)
Character	A single letter, number or symbol.
Command	An instruction given to the computer via the keyboard.
Computer	A unique machine that combines several functions: it records information (both words and numbers); plays back information (on a screen); manipulates information (performing calculations with numbers, and adding or deleting groups of words); and prints out information (words, numbers, and combinations of the two). The computer combines all these functions in one machine (eliminating several intermediate machines as well as a great deal of repetition and paperwork). The programmer can change the computer's operating rules in a variety of ways.
CR	CR stands for "Carriage Return" and is the same as the "RETURN" key on your Durango F-85.
CRT	Cathode Ray Tube. Video Display Unit (VDU) screen.
Cursor	The cursor is like a pointer on your video screen, and tells you what the computer is "looking at." It's a short line, about the length of an underscore. It moves as you type in answers and tells you where the next letter you can type will appear on the screen.
Data	Denotes any or all facts, numbers, letters, or symbols which can be stored, processed, or produced by a computer.

Data Entry

This simple noun phrase is a summary. It means: "The operator types answers (words and/or numbers) into the computer from the keyboard." The computer can copy data from other diskettes, and can select parts of the data on one diskette, but data entry must be done by an operator.

D-BASIC

The name of the language which Durango programmers use to talk to the computer. It consists of a set of commands that tell the computer what sequence to do things in (e.g., print question, wait for answer).

Default

Basically this term means that if you do not type in an answer, the computer will automatically provide one. For an explanation of when and how to use the "default" feature see "General Data Entry Rules."

Disk Drive

Something like the turntable and needle in a record player. Your diskette containing data, is the "record." As it revolves rapidly, the disk drive scans what is recorded there; feeding whatever data you want to the screen or the printer. The drive also positions to the appropriate file space when the computer is delivering information to be recorded.

Diskette

Round disks of plastic, coated with a ferro oxide material and encased in square envelopes of black paper. Both the paper and the diskette have a round hole in the middle. The paper casing also contains an oval cutout. These diskettes are specially made to receive and hold very tiny magnetic impulses from the computer. The computer can, in turn, "read" these impulses and translate them into letters and numbers. (Note: see the "F-85 Operators Manual" for instructions on handling and storing your diskettes). Diskettes are equally receptive to both "programs" (instructions) and "data" (records).

Document

A paper form, such as an invoice or credit memo, which contains written or printed data. The operator types this data from the document into the computer. Forms printed out by the computer, (statements or reports) may also be called documents.

Drive (Unit)

See "Disk Drive." Drive 1, or Unit 1, is the vertical slot closest to the keyboard. Drive 0 is the vertical slot to the left of Drive 1. Additional drives would have unit numbers 2 and 3.

Edit

To modify a body of data by deleting, inserting, or changing characters. Also, to check data for accuracy.

Error

A phrase that prints out on your screen when your answer is too long or should be in numbers instead of letters, or is for some other reason not recognizable to the computer. The message tells you what to do next. Also, program errors

occur when a particular program instruction cannot be executed, usually due to a flaw in the program. (Note: If you don't understand the message, check the "Video Display Error Message Table" in your F-85 Operators Manual. If you don't find it there, check your D-BASIC Reference Manual or call your dealer.)

Field	The area that your programmer has allocated to a particular part of a record on the diskettes or on the video screen. An example would be the name field on the customer file.
File	Sets of similar records, possibly contained on your diskette. One diskette will hold several files. Like file cabinet drawers, each file has a name (e.g., salesperson file, customer file).
File Maintenance	A procedure used to keep a file up to date by adding, modifying, or deleting information.
Floppy Diskette	Flexible magnetic disk used for storage of information.
Format	A procedure for preparing factory-fresh diskettes to hold data. This procedure "marks" various sectors of the diskette with magnetic index labels.
Hardware	Refers to the physical aspects of the computer; the keyboard, the disk drives, the printer, the screen, most of the insides, and the cover and any attachments. These are the "hard" components of a computer system, in contrast to the "soft" or programming instructions.
Initialize	Setting up the files and options for your particular business (entering your company name and estimating the number of records you will be entering as data). Includes setting up file sizes (allocating) according to your particular estimates.
Input	The process of typing information into the computer via the keyboard. (You can either input your records, or you can refer to the records you have as "input.")
Inquiry	Procedure for telling the computer to display specific information.
Interfaces	Connections and communications between units of computer equipment. Also used to describe processing between two or more application packages.
Key	The identifying information or field within a record. For example, the customer number is the key to the customer record; that means the computer must have that information to display that record for you. A second meaning, unrelated, is a key on the keyboard.

Language	Set of words and rules programmers use to give the computer instructions. The name of the language on your F-85 application software is D-BASIC.
Load	To take information from auxiliary or external storage (such as a diskette) and place it into memory storage, within the computer.
Load the System	An instruction or key which causes the computer to load the Operating System into computer memory, making programs and routines available for use.
Master Menu	The main list of functions available within an application program (e.g., print reports, input data).
Menu	A list of procedures that allows the operator to choose the desired one.
Module	Term used by programmers. Refers to a program unit that performs a discrete and identifiable task.
Numeric	Numbers, rather than letters; 0 - 9.
Object Code	Term used by programmers. Refers to the machine executable code resulting from an assembler or compiler.
Operating System	A set of programs and routines which interprets operator commands, handles program control, and performs supporting functions such as scheduling and input/output commands. DX-85 is the F-85's operating system.
Output	Refers to information and data transferred from the internal storage of a computer to output devices (like a printer or a screen) or external storage (like a diskette).
Post	The process of taking a transaction from data entry or a temporary transaction file and updating the information onto a permanent file.
Print Programs	Procedures for directing the computer to organize and print out a report.
Printer	The automatic typing device which produces reports on paper.
Program	A series of instructions telling the computer how to process information (what to do and when) in performing a desired operation (e.g., the solution of a mathematical problem or the collation of a set of data). Some programs (applications programs) process information for special subjects (accounting, research, law, medicine, etc.).

Programmer	A person who prepares programs. Specializes in computer languages such as D-BASIC. Programming begins with understanding of the problem, designing the logic, writing the program code, and testing and removing any flaws so that the programs are reliably running. The programmer generally also documents the program functions and characteristics.
Prompt	A phrase or a question (or, sometimes, a blinking cursor) appearing on the screen to which the operator must respond (via the keyboard).
Purge	A process which deletes information from a designated file.
Record	A group of related facts (fields). For example, one customer with name, address, total sales, etc. is a record in the customer file.
Software	Refers to programs written and sold for use with computers. Software is contained on a <u>medium</u> , such as tapes, disks, diskettes, or mini-diskettes. Software examples are programs, Application Packages, Utilities, Operating System.
Source Code	The form of a program as the programmer has coded it. Compilers or assemblers convert the source code to object programs which are machine executable.
Submenu	A list of preselected options. An example is the submenu for shipping codes in the customer file.
Transaction	An invoice, credit memo, debit memo, finance charge, or cash receipt - any individual change, addition, or deletion to a master record.
TRX	Abbreviation for "transaction".
Update	The process of changing, adding, or deleting data held in "the system and data files" (e.g., on the diskettes).
Utility	Certain programs designed to perform specific system functions such as copying, creating, and deleting files. Programs that usually perform single general tasks.
VDU	Video Display Unit, or screen, on which the computer shows its questions and your responses. Some call this piece of hardware the CRT, which stands for Cathode Ray Tube.
Verify	Determining whether an operation has been completed accurately.

APPENDIX

Your Company Name and Address

Check No.

EMPLOYEE NO.	HOURS				EARNINGS			
	REGULAR	OVERTIME	HOLIDAY	SPECIAL	REGULAR	VACATION	SICK	GROSS PAY
SOCIAL SECURITY NO.	VACATION	SICK	TOTAL HOURS	OVERTIME	HOLIDAY	SPECIAL		

TAXES				DEDUCTIONS				TOTAL DEDUCTIONS
FICA	STATE WITH.	CITY WITH.	SAV. BOND	LOAN				TOTAL DED. & TAX
FEDERAL WITH.	STATE	TOTAL TAXES	SAV. ACCT.	GARNISHEE				

YEAR-TO-DATE						PAY PERIOD	NET PAY
GROSS	FICA	FED. WITH. TAX	ST. WITH. TAX	STATE TAX	CITY WITH. TAX		

PLEASE DETACH BEFORE DEPOSITING CHECK

YOUR COMPANY NAME

PAY TO THE ORDER OF

PAYROLL CHECK

AMOUNT OF CHECK

CHECK DATE

CHECK NO.

001041

1 Control number		222		2 Employer's State number		For Official Use Only					
3 Employer's name, address, and ZIP code				4 Sub-total	Cor-rection	Void	Make No Entry Here See Note on the Back of Copy D				
				☐	☐	☐					
				7 Employer's identification number							
10 Employee's social security number		11 Federal income tax withheld		12 Wages, tips, other compensation		13 FICA tax withheld					
15 Employee's name (first, middle, last)				16 Pension plan coverage? Yes/No		17*					
				20 State income tax withheld		21 State wages, tips, etc.		18 FICA tips			
		19 Employee's address and ZIP code		23 Local income tax withheld		24 Local wages, tips, etc.		22 Name of State			
						25 Name of locality					
Wage and Tax Statement				1978				COPY A For Social Security Administration *See Instructions for Forms W-2 and W-2P and back of Copy D			

Form W-2 Department of the Treasury—Internal Revenue Service

1 Control number		222		2 Employer's State number		For Official Use Only					
3 Employer's name, address, and ZIP code				4 Sub-total	Cor-rection	Void	Make No Entry Here See Note on the Back of Copy D				
				☐	☐	☐					
				7 Employer's identification number							
10 Employee's social security number		11 Federal income tax withheld		12 Wages, tips, other compensation		13 FICA tax withheld					
15 Employee's name (first, middle, last)				16 Pension plan coverage? Yes/No		17*					
				20 State income tax withheld		21 State wages, tips, etc.		18 FICA tips			
		19 Employee's address and ZIP code		23 Local income tax withheld		24 Local wages, tips, etc.		22 Name of State			
						25 Name of locality					
Wage and Tax Statement				1978				COPY A For Social Security Administration *See Instructions for Forms W-2 and W-2P and back of Copy D			

Form W-2 Department of the Treasury—Internal Revenue Service

1 Control number		222		2 Employer's State number		For Official Use Only					
3 Employer's name, address, and ZIP code				4 Sub-total	Cor-rection	Void	Make No Entry Here See Note on the Back of Copy D				
				☐	☐	☐					
				7 Employer's identification number							
10 Employee's social security number		11 Federal income tax withheld		12 Wages, tips, other compensation		13 FICA tax withheld					
15 Employee's name (first, middle, last)				16 Pension plan coverage? Yes/No		17*					
				20 State income tax withheld		21 State wages, tips, etc.		18 FICA tips			
		19 Employee's address and ZIP code		23 Local income tax withheld		24 Local wages, tips, etc.		22 Name of State			
						25 Name of locality					
Wage and Tax Statement				1978				COPY A For Social Security Administration *See Instructions for Forms W-2 and W-2P and back of Copy D			

Form W-2 Department of the Treasury—Internal Revenue Service

